Step by step guidelines for grading

Grades and estimation of SGPA and CGPA

1. The letter grades and the equivalent grade points to be used in examinations conducted by the Cotton College State University (henceforth CCSU) are tabulated below.

Table 1: Letter grades and grade points

Letter grade	Grade points	Comments
Ex	10	
A	9	
A−	8	
B+	7	
B	6	
B−	5	
C	4	
F	0	Failed in the course
W	0	Insufficient attendance
I	0	Incomplete

2. For each semester, the Semester Grade Point Average ($SGPA$) is calculated as follows: if C_i is the Credit for the ith course and G_i is the Grade obtained for that course, then

$$SGPA = \frac{\sum_{i=1}^{p} C_i G_i}{\sum_{i=1}^{p} C_i} \tag{1}$$

The summation is over the total number of courses. Courses and papers are used interchangeably here, and mean the same.

3. The Cumulative Grade Point Average ($CGPA$) is calculated in a similar way as for the $SGPA$, except that the summation is over all the courses done to qualify for the degree.

$$CGPA = \frac{\sum_{i=1}^{n} C_i G_i}{\sum_{i=1}^{n} C_i} \tag{2}$$

4. The $SGPA$ and $CGPA$ will be given separately for the core (major subject) as well as for all the subjects taken together.

5. A $CGPA$ of 6.5 and above will be considered as first class.

Evaluation and grading procedure

1. CCSU examinations give 20 per cent weightage for evaluation during the first two months, 20 per cent weightage for evaluation during the next two months, and 60 per cent weightage to the end semester examinations.

2. For example, if the evaluation during the first two months (e.g. for sessional only, or sessional and seminar, or sessional, seminar and, in future, practicals including field work) was out of 40 marks, then the marks a student would have got out of 20 would be evaluated by multiplying the marks obtained by 0.5, i.e. 20/40. Similarly, if the total marks was out of 60, the marks obtained by a student will be multiplied by 0.33, i.e. 20/60, to estimate the marks out of 20. Marks obtained are to be rounded up so that there are no fractions of marks. Let's call this mark obtained out of 20 as A.

3. A similar estimate will be done for the second two months of evaluation. Let's call the marks obtained out of 20 in the second two months of evalution as B.

4. Adding A and B will give the total marks for continuous assessment, which would be now out of 40 marks, giving the appropriate weightage of 40 per cent. Now we are left with 60 per cent weightage for the end-semester examination.

5. Now the end-semester marks need to be estimated out of 60. For an end-semester examination set for a total of 100 marks, the marks obtained by a student should be multiplied by 0.6, i.e. 60/100, to give the required weightage. Let's denote the marks obtained by a student in the end-semester evaluation as C. For courses with a practical component, see the guidelines for practical examination.

6. Then A+B+C will give the total marks, say M, obtained by a student out of 100 with the appropriate weightages.

7. Answer scripts should be evaluated by two of the teachers teaching a paper, except in the case of Functional English where given the large number of students 7 to 8 teachers may evaluate the answer scripts.

8. Evaluators of answer scripts should bear in mind the duration of the examinations, especially for essay-type questions, while assigning marks to the answers.

9. After the evaluation process is complete, including tabulation of marks, moderators will sample randomly at least 10 per cent of the evaluated answer scripts, and make corrections/changes, if necessary.

10. Now the process of grading can start. The teachers and evaluators of a paper will decide on the final grades along with the moderator(s).

11. Firstly, examine the distribution of M, the total marks obtained by the students in a given paper.

12. The highest grade, Ex or 'Excellent' grade should be given only for exceptional students. It should not be awarded just because a student gets marks in the nineties. The student obtaining the Ex grade should be judged as exceptional by the teachers. For example, such a student may get a very high mark relative to the other students in a difficult paper.

13. Usually in a class, most students would be in the B or B+ category, the number of students tapering off for both higher and lower grades. There will be few in the very good (A) and failed (F) categories.

14. The actual marks corresponding to B or B+ will depend on the discipline; for example 65 per cent in English may be considered very good (A), while it may be average (B) for Physics. Also it may vary if a paper has been particularly difficult or too easy.

15. If a question paper is deemed to be difficult, it may happen that the highest marks in a subject, where high-scores are normally common, may be only in the seventies, say, 77, 75 and 74, with the next highest marks being say, 69, 68 and 65. In this case, the marks in the range $74 - 77$ may still all be graded as A, and the next lower bunch as A$-$.

16. One can try to identify clusters or gaps in the distribution of marks obtained by the students, and assign grades to the clusters. The grades need NOT change at $40, 50, 60, \ldots$. The changes may occur at any number.

17. However, gaps and clusters may not always be obvious, in which case examiners and moderators must judiciously decide the divisions for the different grades.

18. Usually except for Ex, all grades should be used. In a small class, there may be a large fraction of either very good or mediocre students, in which case grades can be skipped.

19. The examiners and moderators must ensure that the appropriate grades are given, and these grades must be defensible and reasonably uniform across courses.

20. Grading is NOT difficult; it will require a bit of getting used to.

Two talks on grading were given to the College Faculty on 22nd August 2013 by Rowena Robinson and Saurabh Basu, both from IIT, Guwahati. These are also being made available in our website (www.ccsu.ac.in).

Evaluation of practical examinations

Instructions for UG end-semester practical examinations, 2013

1. Practical examinations shall be conducted in the laboratories of the respective departments.

2. There shall be an external examiner appointed by the Controller of Examinations. The Heads of the Departments shall appoint one internal examiner for 60 candidates or less; two internal examiners for more than 60 candidates.

3. The internal examiners shall make the arrangements for the prescribed experiments and make these ready before the examinations start.

4. Questions for the different practicals for which answers will need to be written in the answer sheets will be prepared by the internal examiner in consultation with the external examiner.

For core (major) papers

5. Evaluation of practicals for all core (major) papers for a candidate shall be in one shift only. A candidate should perform one experiment of each core paper.

6. The internal examiners shall make the list of experiments prescribed in the syllabus and keep a record of the allotted credits for the practical component in a paper.

7. Experiments are to be allotted to the candidates by drawing of cards of the different experiments by the candidates themselves; any other convenient way the examiners think fit may also be adopted.

8. There shall be 30 marks per 1 (one) credit for the practical component in the L+T+P format. The duration of the examination is 3 hours for a total 2 (two) credits and 4 hours for total 3 credits for the core (major) papers put together.

9. Any deviation, if necessary, must be with the approval of the Controller of Examinations.

10. Marking should be done for each paper (hence each experiment) separately and the mark foils filled up accordingly. Since at present the practicals are a component of the end-semester examination, these will be considered as part of the total end-semester marks, which will have a weightage of 60 per cent.

11. For example, in a given paper if the theory component was set with a total of 100 marks and the practical component has a total of 30 marks, then the marks obtained by the student in the theory and practical examinations will be multiplied by 0.46, i.e. 60/130, for the end-semester evaluation which has a weightage of 60 per cent.

For Elective papers

12. There shall be 30 marks per 1 (one) credit, and the duration shall be 2 hours for 1 credit, and 3 hours for 2 credits for each elective paper.

13. The internal examiners shall make the list of experiments prescribed in the syllabus and keep a record of the allotted credits of the practical components in a paper.

14. Experiments are to be allotted to the candidates by drawing of cards of the different experiments by the candidates themselves; any other convenient way the examiners think fit may also be adopted.

15. Here too, in a given paper if the theory component was set with a total of 100 marks and the practical component has a total of 30 marks, then the marks obtained by the student in the theory and practical examinations will be multiplied by 0.46, i.e. 60/130, for the end-semester evaluation which has a weightage of 60 per cent.

Instructions for PG end-semester practical examinations, 2013

1. For PG, since we are at present following the syllabus of Gauhati University, there will be a paper with only practical examinations.

2. For evaluation of this paper, there shall be an external examiner appointed by the Controller of Examinations. The Heads of the Departments shall appoint one internal examiner for 60 candidates or less; two internal examiners for more than 60 candidates.

3. The marks and grades, following the CCSU grading guidelines should be submitted to the Controller of Examinations.

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